

**ATTACHMENT 1**  
**(to RFP W6-01687-A3)**

**U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)**  
**WASHINGTON TELECOMMUNICATIONS AND COMPUTING SERVICES**  
**(WASHINGTON TACS) PROCUREMENT**

**CLIENT AUTHORIZATION LETTER**

**U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)  
WASHINGTON TELECOMMUNICATIONS AND COMPUTING SERVICES  
(WASHINGTON TACS) PROCUREMENT**

**TEMPLATE -  
CLIENT AUTHORIZATION LETTER**

To facilitate verification by the EPA of the information provided by offerors in the Corporate Experience Questionnaire and to obtain Past Performance information in the Past Performance Questionnaire, EPA requires offerors to forward, with copy to the EPA Contracting Officer, a Client Authorization Letter to each of the offeror's earlier customers listed in these Questionnaires. To provide these customers an idea of the type of information that the Government might require from them, the Offeror shall also attach a copy of the appropriate Past Performance Questionnaire (with Blocks A and B completed) to each Client Authorization Letter that is sent out to these customers.

EPA also requires the offeror to arrange for the offeror's proposed subcontractors to send, with copy to the EPA Contracting Officer, a Client Authorization Letter and attachment (as described in the earlier paragraph) to each of their customers identified in their Corporate Experience and Past Performance Questionnaires. This will enable EPA to verify Corporate Experience and to obtain Past Performance Information for the offeror's proposed subcontractors directly from their customers.

[*Date of Letter*]

[*Name and Address of Client -  
i.e. offeror's or offeror's proposed  
subcontractor's contract customer*]

Attention: [*Name and Designation of Contract Customer's Contract Manager or Appropriate  
Contact*]

Dear [*Contact Name*]:

We are currently responding to the Environmental Protection Agency (EPA) Request for Proposal (RFP) No. W6-01687-A3 for the procurement of Washington Telecommunications and Computing Services. The EPA is placing increased emphasis in their acquisitions on past performance as a source selection evaluation factor. EPA requires offerors to inform references identified in proposals that EPA may contact them about past performance information.

If you are contacted by EPA for information on work we have performed under contract for your organization, you are hereby authorized to respond to EPA inquiries. A copy of the form that EPA will use for Past Performance evaluation is attached for your information.

Your cooperation is appreciated. Please direct any questions to [*Name and Phone  
Number of Offeror's Point-of-Contact*].

Sincerely,

[*Signature*]

[*Name of Signor*]

[*Designation of Signor*]

cc: Bonnie B. Brandon, Contracting Officer, U.S. EPA